

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Auxiliary Member Position Description	SOG #101-002C
	Approved: Chief Christopher J. Reynolds	Initiated: December 2020 Revised: N/A

Classification

Auxiliary Member

Reports to

Volunteer Member Coordinator

POSITION DESCRIPTION

Summary/Objective

To provide a comprehensive outline of the duties, responsibilities, skills, and requirements of an Auxiliary Member within Lower Providence EMS to meet or exceed the expectations of the organization and community to provide the best possible service in accordance with our mission and values.

Essential Functions

1. Operates as a 3rd provider along with Paramedic, AEMT, EMT, or EMR on an LPEMS units.
2. Performs general maintenance work in the upkeep of facilities and equipment; keeps units interiors clean and patient compartment disinfected, ensures proper stock of supplies to ensure readiness for service; ensures cleanliness of exterior of units.
3. Assist with BLS equipment restocking of 1st out unit at assigned station.
4. Assists crew as instructed.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

This position exercises no supervisory responsibility; except as needed within the incident command system as spelled out in the NIMS.

Work Environment

While performing the duties of this position, the member continually works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with rendering emergency medical assistance.

The member occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

The noise level in the work environment is usually moderate, except during certain firefighting or rescue activities when noise levels may be loud.

Position Type/Expected Hours of Work

Shifts may consist of 12 or 24 hours, and member are expected to complete one shift every 90 days to maintain good standing. This position regularly requires long hours, night shifts and frequent weekend shifts.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position.

While performing the duties of this position, the member is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects; and reach with hands and arms. The member is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The member must frequently lift or move 250 pounds and up. Members must pass physical testing that includes lifting and moving and may be subject to repeat testing throughout membership.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Required Education and Experience

1. Current and Valid Healthcare Provider CPR Card
2. Current and Valid Hazardous Materials Awareness Certificate
3. NIMS 100, 700, 800
4. High school graduation or GED equivalent.

Additional Eligibility Qualifications

1. Ability to speak and understand the English language.
2. Ability to read and understand reports about the conditions of a patient and write reports both medically and legally appropriate for an EMR.
3. Ability to communicate by radio, face to face, and in writing with other health care providers, and lay people about patients, their conditions and treatment provided.
4. Ability to do necessary calculations involved in the medical field where dosage calculations are required.
5. Ability to conclude from observations, tests, signs, and symptoms
6. Ability to determine proper treatment and appropriate care for patient in timely fashion.

Work Authorization/Security Clearance

All members are to maintain valid Criminal background checks, and ChildLine child abuse clearance certificates for the duration of membership. Checks are required to be submitted when requested.

AAP/EEO Statement

Lower Providence Community Center Ambulance provides equal employment and membership opportunities to all employees and applicants for employment or membership requests and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This position description has been approved by all levels of management:

Executive Director: _____

HR/Chief of Operations: _____

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

CC: File